DOCUMENT RESUME

ED 268 602 CS 505 255

TITLE	A Helpful Guide for Teaching Oral Communication: A Bibliography.
INSTITUTION	Massachusetts State Dept. of Education, Wellesley. Bureau of Educational Resource.
PUB DATE	85
NOTE	5p.; Developed by a Language Arts Task Force. A product of the Resource Bank Program.
PUB TYPE	Reference Materials - Bibliographies (131)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Bibliographies; Dialects; *Educational Resources; Elementary Secondary Education; *Instructional Materials; Language Arts; Language Usage; Learning Disabilities; *Oral Language; *Speech Communication; Speech Evaluation; Teaching Methods
IDENTIFIERS	Speech Communication Association

ABSTRACT

Developed by a special task force of language arts teachers, this bibliography contains samples of some well-recognized sources to aid teachers oral communication. The citations are categorized as follows: (1) books providing a foundation of oral communication instruction, (2) books dealing with practical classroom application, (3) resources for teaching oral communication, (4) books dealing with assessment, (5) books dealing with diagnosis and remediation, (6) books dealing with special populations, (7) journals and organizations dealing with oral communication, and (8) resources published by the Speech Communication Association and resource banks available at the Massachusetts Department of Education Regional Centers. (EL)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

John LeBaron

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED268602

Massachusetts Department of Education
Bureau of Educational Resources

Resource Bank Program

A Helpful Guide for Teaching Oral Communication: A Bibliography

Books which provide a foundation of oral communication instruction include:

1. Baker, Augusta & Greene, Ellin. *Storytelling: Art & Technique*. New York: R.R. Bowker, 1977.
2. Barbour, Alton & Goldberg, Alvin A. *Interpersonal Communication: Teaching Strategies & Resources*. Annandale, VA: Speech Communication Association, 1974.
3. Britton, James. *Language & Learning*. Coral Gables, FL: U. of Miami Press, 1971.
4. Cooper, Pamela & Stewart, Lea. *Language Skills in the Classroom*. Washington, D.C.: National Education Association (available from NEA Professional Library, P.O. Box 509, West Haven, CT 06516), 1982.
5. Fox, Sharon E. & Allen, Virginia G. *The Language Arts: An Integrated Approach*. New York: Holt, Rinehart & Winston, 1983.
6. Friedman, Paul G. *Listening Processes: Attention, Understanding, Evaluation*. Washington, D.C.: National Education Association (available from NEA Professional Library, P.O. Box 509, West Haven, CT 06516), 1983.
7. Friedrich, Gustav. *Education in the Eighties: Speech Communication*. Washington, D.C.: National Education Association (available from NEA Professional Library, P.O. Box 509, West Haven, CT 06516), 1981.
8. Hennings, Dorothy Grant. *Communication in Action: Teaching the Language Arts*. 2nd ed. Boston: Houghton-Mifflin, 1982.
9. Hennings, Dorothy Grant. *Teaching Communication & Reading Skills in the Content Area*. Bloomington, IN: Phi Delta Kappa, 1982.
10. Holdzkom, D. et al. *Research Within Reach: Oral and Written Communication*. St. Louis: McRel (available from NEREX, 34 Littleton Rd., Chelmsford, MA 01824), 1984.
11. Hopper, Robert & Naremore, Rita. *Children's Speech: A Practical Introduction to Communication Development*. 2nd ed. New York: Harper & Row, 1978.
12. Kroll, Barry M. & Vann, Roberta J. *Exploring Speaking-Writing Relationships: Connection & Contrasts*. Urbana, IL: National Council of Teachers of English, 1981.
13. Lindfors, Judith Wells. *Children's Language & Learning*. Englewood Cliffs, NJ: Prentice-Hall, 1980.
14. Lundsteen, Sara W. *Listening: Its Impact on Reading & The Other Language Arts*. Rev. ed. Urbana, IL: National Council of Teachers of English, 1979.
15. Miller, Frederick W. *Non-Verbal Communication*. Washington, D.C.: National Education Association (available from NEA Professional Library, P.O. Box 509, West Haven, CT 06516), 1981.
16. Moffett, James. *Teaching the Universe of Discourse*. Boston: Houghton-Mifflin, 1982.
17. Thaiss, Christopher J. & Suhor, Charles. *Speaking & Writing K-12*. Urbana, IL: National Council of Teachers of English, 1984.
18. Way, Brian. *Development Through Drama*. Atlantic Highlands, NJ: Humanities Press, 1967.
19. Wiemann, Mary O. & Wiemann, John M. *Non-Verbal Communication in the Elementary Classroom*. Annandale, VA: Speech Communication Association, 1975.
20. Wood, Barbara S. *Children and Communication: Verbal & Non-Verbal Language Development*. 2nd ed. Englewood Cliffs, NJ: Prentice Hall, 1981.

CS 505 255

Books with deal with practical classroom application include:

21. Bell, Fritz. *Let's Create*. Creative Classrooms, Raymond, NH 03077.
22. Book, Cassandra & Galvin, Kathleen. *Instruction In & About Small Group Discussion*. Annandale, VA: Speech Communication Association, 1975.
23. Brown, K.L. et al. *Teaching Speaking & Listening Skills in the Elementary & Secondary Schools* (#19 in Resources for Schools Series). Quincy, MA: Mass. Dissemination Project, Mass. Department of Education (available from ERIC Document Reproduction Service, 3900 Wheeler Ave., Alexandria, VA 22304; Document #ED234440), 1981.
24. Busching, Beverly A. & Schwartz, Judith I. *Integrating the Language Arts in the Elementary School*. Urbana, IL: National Council of Teachers of English, 1984.
25. Carlson, Ruth K. *Speaking Aids Through the Grades*. New York: Teachers College Press, Columbia University, 1975.
26. Davis, Robert E. *Introduction to Film Making*. Annandale, VA: Speech Communication Association, 1975.
27. Devine, Thomas G. *Listening Skills School-Wide: Activities & Programs*. Urbana, IL: National Council of Teachers of English, 1982.
28. Gamble, Michael & Gamble, Teri Kwal. *Let's Play Games in Language Arts Grades K-6*. (volume for each grade). Skokie, IL: National Textbook Co., 1978.
29. Halliday, Mina. G. *A Guide For Teaching Speech Today: Six Alternative Approaches*. Skokie, IL: National Textbook Co., 1982.
30. Marshak, David. *Study Skills Program*. Reston, VA: National Association of Secondary School Principals (1904 Association Drive, Reston, VA 22091), 1979.
31. Michigan Speech Association *M.S.A. Curriculum Guide Series* (12 titles). Skokie, IL: National Textbook Co., 1978.
32. Moffett, James & Wagner, Betty Jane. *Student-Centered Language Arts & Reading, K-13: A Handbook for Teachers*. 3rd ed. Boston: Houghton-Mifflin, 1983.
33. Pinnell, Gay Su. *Discovering Language with Children*. Urbana, IL: National Council of Teachers of English, 1980.
34. Project Signals. *Signals: Activities in Speaking & Listening*. Project SPOKE, 315 West Main St., Norton, MA 02766, 1982.
35. Russell, David H.; Russell, Elizabeth F. & Hennings, Dorothy Grant. *Listening Aids Through the Grades: 232 Listening Activities*. Rev. ed. New York: Teachers College Press, Columbia University, 1979.
36. Spolin, Viola. *Improvisation for the Theater: A Handbook of Teaching & Directing Techniques*. Rev. ed. Evanston, IL: Northwestern U. Press, 1983.
37. Stanford, Gene and Stanford, Barbara Dodds. *Learning Discussion Skills through Games*. New York: Citation Press, 1969.
38. Willbrand, Mary Louise & Rieke, Richard D. *Teaching Oral Communication in the Elementary Schools*. New York: MacMillan, 1983.
39. Wolvin, Andrew D. & Coakley, Carolyn G. *Listening Instruction*. Annandale, VA: Speech Communication Association, 1979.
40. Wood, Barbara S. *Development of Functional Communication Competencies in Grade 7-12*. Annandale, VA: Speech Communication Association, 1977.
41. Wood, Barbara S. *Development of Functional Communication Competencies in Grade Pre-K-Grade 6*. Annandale, VA: Speech Communication Association, 1977.

Resources for teaching oral communication include:

42. Artana Productions (storytelling records & cassettes) P.O. Box 1054, Marshfield, MA 02050.
43. Bauer, Caroline Feller. *Handbook for Storytellers*. Chicago: American Library Association, 1977.
44. *Listening Materials Bibliography*. Lend Me Your Ear, Inc., 2845 Medicine Ridge Rd., Minneapolis, MN 55441.
45. MacDonald, Margaret Read. *The Storyteller's Sourcebook: A Subject, Title, and Motif Index to Folklore Collections for Children*. Detroit: Gale Research, 1982.
46. *Tune In Network Tapes*. (tapes of old radio shows) Sunburst Communications, Room 3636, 39 Washington St., Pleasantville, NY 10570.

Books which deal with assessment include:

47. Bock, Douglas & Bock, E. Hope. *Evaluating Classroom Speaking.* Annandale, VA: Speech Communication Association, 1981.
48. Larson, Carl, et al. *Assessing Functional Communication.* Annandale, VA: Speech Communication Association, 1978.
49. Rubin, Donald L. & Mead, Nancy A. *Large-Scale Assessment of Oral Communication Skills Kindergarten through Grade 12.* Annandale, VA: Speech Communication Association, 1984.
50. Rubin, Rebecca, et al. *Oral Communication Assessment Procedures & Instrument Development in Higher Education.* Annandale, VA: Speech Communication Association, 1984.

Books which deal with diagnosis and remediation include:

51. Conant, Susan; Budoff, Milton; & Hecht, Barbara. *Teaching Language-Disabled Children: A Communication Games Intervention.* Cambridge, MA: Brookline Books, 1983.
52. Lund, Nancy J. & Duchan, Judith F. *Assessing Children's Language in Naturalistic Contexts.* Englewood Cliffs, NJ: Prentice-Hall, 1983.
53. Wallach, Geraldine P. & Butler, Katherine G. *Language Learning Disabilities in School-Age Children.* Baltimore: Williams & Wilkins, 1983.
54. Wiig, Elisabeth H. & Semel, Eleanor M. *Language Assessment & Intervention for the Learning Disabled.* 2nd ed. Columbus, OH: Charles E. Merrill, 1984.

Books which deal with special populations include:

55. Committee on Classroom Practices in Teaching English. *Non-native & Nonstandard Dialect Students: Classroom Practices in Teaching English.* Urbana, IL: National Council of Teachers of English, 1982.
56. Friedman, Paul G. *Shyness & Reticence in Students.* Washington, D.C.: National Education Association (available from NEA Professional Library, P.O. Box 509, West Haven, CT 06516), 1980.
57. McCroskey, James C. *Quiet Children & The Classroom Teacher.* Annandale, VA: Speech Communication Association, 1977.
58. Wolfram, Walt & Christian, Donna. *Dialects and Educational Equity.* Washington, D.C.: Center for Applied Linguistics, 1979. (5 booklets: *Dialog on Dialects, Exploring Dialects, Speech Pathology and Dialect Differences, Reading and Dialect Differences, Language Arts and Dialect Differences).*

Journals and organizations which deal with oral communication include:

59. American Theater Association, 1010 Wisconsin Ave. NW, Washington, D.C. 22007
    Theater News (newsletter)
    Children's Theater Review (elementary level)
    Secondary School Theater Journal (secondary level)

60. International Listening Association, Dick Quianthy, Executive Secretary, Communication & Humanities Division, Broward Community College, Pompano Beach, FL 33066.
    Listening Post

61. National Association for the Preservation and Perpetuation of Storytelling (NAPPS), P.O. Box 112, Jonesborough, TN 37659.
    NAPPS Resource Catalogue
    National Storytelling Journal
    Yarnspinner

62. National Council of Teachers of English, 1111 Kenyon Rd., Urbana, IL 61801
    Language Arts (elementary school)
    English Journal (secondary school)
    Notes Plus (secondary school)

63. National Catalog of Storytelling Resources, Lesley College, 29 Everett St., Cambridge, MA 02138.

64. Speech Communication Association, 5105 Backlick Rd., #E, Annandale, VA 22003.

The following publications are published by the Speech Communication Association:

Journal:

65. *Communication Education* (emphasis on teaching oral communication elementary schoolcollege)

Professional Guidelines:

66. *Communication for Careers: Oral Communication Competencies Needed by Community College Graduates Entering Careers.*
67. *Criteria for Evaluating Instruments & Procedures for Assessing School Students.*
68. *Essential Speaking and Listening Skills for Elementary School Students.*
69. *SCA Guidelines in Speaking and Listening Competencies for High School Graduates.*
70. *Standards for Effective Oral Communication Programs.*

Bibliographies including:

71. *Assessment of Basic Oral Communication Skills*
72. *Communication in the Elementary Grades*
73. *Creative Dramatics*
74. *Helping Reticent Students*
75. *Listening: Theory & Instruction*
76. *Non-Verbal Communication*
77. *Teacher Student Interaction in the Classroom*

Also available at the Massachusetts Department of Education Regional Centers: The Language Arts (Literature and Oral Communication), Writing and Reading Resource Banks.

The Language Arts (literature and oral communication), Writing and Reading banks contain information on print and nonprint language arts materials, organizations, resource centers, school programs and practices and consultants. Resources cover a broad range of areas, and cover grade levels K-12. To receive information from the banks, call the resource bank linker in the regional education center nearest you.

This guide contains samples of some well-recognized sources to aid teachers in the teaching of oral communication. It was developed in the spring of 1985 by a special task force of Massachusetts language arts instructors* for the Massachusetts Department of Education. Funds for printing were provided by the Northeast Regional Exchange, Inc.

Inclusion of any materials or resources on this list, however, does not constitute or imply endorsement by the Massachusetts Department of Education or the Northeast Regional Exchange. Since materials are constantly being developed, we ask you to let us know about any new resources which have been particulary helpful to you, and we will try to keep this guide updated.

Suggestions should be directed to Maxine Minkoff, Director, Resource Bank Program, Bureau of Educational Resources, 27 Cedar Street, Wellesley, MA 02181 (617) 431-7013. For individuals and organizations outside of Massachusetts, additional copies of this guide can be obtained through the Northeast Regional Exchange, 34 Littleton Road, Chelmsford, MA 01824 (617) 256-3987.

**Language Arts Task Force Members (Oral Communication Subcommittee): Jane Hawes (Chairperson), Massachusetts Department of Education; David Blocker, Consultant; Ken Brown, University of Massachusetts; Courtney Cazden, Harvard Graduate School of Education; Doug Fleming, Northeast Regional Exchange, Jay O'Callahan, Storyteller, Laurie Slobody, Massachusetts Department of Education; Sara Chudnovsky Weintraub, East Bridgewater High School.*

Spring, 1985